



August 23, 2010

Matt Huckabay
Executive Director
The Center for Violence Free Relationships
344 Placerville Drive, Suite 11
Placerville, Ca 95667

SUBJECT: Performance Assessment Report
GRANT #: DV09241118 & DR09011118
RECIPIENT NAME: The Center for Violence Free Relationships

Dear Mr. Huckabay,

Thank you again for your time on August 19, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit, I have identified the following areas which need corrective action.

Proof of Authority

Finding: The project has received authorization from the board but cannot provide documentation substantiating this fact.

Citation: The Recipient Handbook Section 1350 states, "All recipients, except for State Agencies, are required to obtain written authorization from the city council/ governing board that the official executing the agreement is, in fact, authorized to do so (e.g. a Resolution, pertinent Minutes, or a letter from the Board Chair). Recipients must maintain this written authorization on file and make it available on demand."

Corrective Action: The Executive Director will need to go before the board and obtain written authorization giving the Executive Director permission to conduct business including the authority to apply for and execute policy related to the Grant Award Agreement with Cal EMA. This resolution should be sought annually, prior to the beginning of the new grant year (fiscal year). A copy of this resolution should be submitted to Cal EMA no later than **February 23, 2011**.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please sign the cover page and return a copy of the page to me by **Thursday September 23, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the site visit please contact me at 916.324.9104 or Jason.Stalder@calema.ca.gov.

Jason Stalder
Criminal Justice Specialist
Domestic Violence Section

Enclosures

C: Cal EMA R&R Logistics